

ACCOUNTING TECHNOLOGY SPECIALIST

- Phoenix -

Starting Salary: \$31,000-\$50,000

The Arizona State Retirement System is seeking a proactive individual with a practical knowledge of accounting with the use of information technology.

THE POSITION duties include:

- Utilize various accounting systems/programs to retrieve and analyze financial transactions
- Create and maintain complex spreadsheets, custom reports, and databases
- Test new processes for accuracy and data integrity
- Perform complex reconciliations
- Develop processes and documents, including user desk procedures
- Participate in short- and long-term projects, including implementation of financial management system

KNOWLEDGE, SKILLS & ABILITIES:

- Comprehensive knowledge of accounting principles (GAAP), policies, internal controls and procedures and multiple ledger structure
- Expertise in Access, including ability to build, modify and maintain databases, and to develop new queries, forms and reports
- Expertise in Excel, including ability to create/maintain complex spreadsheets, implement new requirements, develop macros, and link and export/import data
- Experience with Financial Management Systems, including ability to implement, test, and maintain a new system and create custom reports
- Familiarity with Oracle, XML, web services and understanding of linked technologies a plus
- Ability to work in a team environment
- Strong oral and written communication skills
- Strong analytical and problem-solving skills
- Preference will be given to Bachelor's Degree in accounting

Open until filled. Interested applicants must submit a comprehensive resume at:

azstatejobs.gov

This position is not covered by the State Personnel Merit rules.
AA/EOE